

JUS.T.I.S. * Governance Council Meeting Minutes

*Justice Tracking Information System

Thursday, June 9, 2005, 10:00 a.m.

Hall of Justice, 850 Bryant Street, Room 215

San Francisco , California 94103

Attendance

Sheriff	Eileen Hirst	Police	Al Pardini
MOCJ	Murlene Randle	Police	William Gitmed
MOCJ	Rod Seymore	Police	Richard Peck
Adult Probation	Jahangir Khan	Public Defender	Thomas Brown
District Attorney	Martha Knutzen	Superior Court	Pat Jeong
District Attorney	Marsanne Weese	IT PM	Al Corker
DTIS	Walt Calcagno	Coordinator	Paula Itaya
DTIS	Yolanda Scheihing		

Call to Order

Eileen Hirst, Co-Chair of the Governance Council, called the meeting to order at 10:06 a.m. Eileen requested that all audible electronic devices be deactivated, so as not to sound during the meeting. Eileen noted that no members of the public are present today, although the meeting had been duly announced and posted. She said that since the public is not present, it would not be necessary to call for public comment after each agenda item.

Adoption of Agenda - Action Item

Pat Jeong moved to adopt the Agenda. Thomas Brown seconded the motion, which was approved unanimously by the members. The Agenda was adopted.

Adoption of Meeting Minutes - April 28, 2005 - Action Item

Martha Knutzen moved to adopt as final the draft of Minutes of the meeting of April 28, 2005. Jahangir Khan seconded the motion, which was carried by unanimous voice vote. The Minutes were adopted as final.

Executive Sponsor Update - Discussion/Action Item

Murlene Randle presented the Executive Sponsor update, which she said would focus on the budget. Murlene said that the budget was accepted as submitted with no changes or cuts. The total amount of the JUSTIS budget is \$3.9 million, consisting of \$2.7 million from grants and \$1.2 million from the General Fund. Regarding the position that was to be dedicated to JUSTIS, Murlene said that she decided to move the funds back into consulting. She said that this issue might be revisited at a later date.

In answer to a question, Murlene explained that the MOCJ budget, including the JUSTIS budget, is part of the Mayor's budget. She said that she does not think that an appearance before the Finance Committee of the Board of Supervisors is necessary, and it is not anticipated that departments would need to provide support for the budget. Murlene said that she would be out of the office for the next two weeks and is designating Rod Seymore as her deputy. She said that if anything further were needed regarding the budget, Rod would take care of it.

Murlene said that they would go before the Finance Committee at the end of this month to report on the reserved funds of \$1,470,058.00, which were released, as to which amounts have been expended and encumbered to date.

Technical Steering Committee (TSC) Update - Discussion/Action Item

Rod presented the TSC update. Rod said that one of the projects that the TSC has been working on is the JUSTIS HUB. Rod said that the interview process is starting for three vendors. There would be three separate interviews, beginning June 21st.

(After the meeting the date was changed to June 14th.)

Server Consolidation – Rod said that a presentation was made at the last meeting, and it was important and timely for departments to let him know their plans regarding this issue. Rod said that representatives should email him by June 23rd with any questions they may have. He said that he would answer those questions, and by the next Council meeting, departments should be prepared to commit to participating, or state their alternative intentions. Rod said that departments should be prepared to sign a Memorandum of Understanding (MOU) regarding the process.

Discussion ensued regarding member concerns, such as costs and budgeting details, specifics of the MOU, guaranteed 24 x 7 support, security, maintenance, backup policy, storage sites and the migration path of data. Members wondered who would be able to access a department's database. A question was asked regarding the disposition of the old equipment. Members requested an executive summary with details of the consolidation issue that they could present to their departmental decision-makers. Rod said that he would distribute a fact sheet and boilerplate MOU.

Walt Calcagno said that there is a model MOU template on the JUSTIS website that members could research. He said that each MOU would be slightly different. Some departments might want DTIS assistance; some might not. Jahangir said that the Adult Probation Department has some special issues, which will make a decision difficult at this time. He announced that Armando Cervantes, the Chief Adult Probation Officer, would be retiring at the end of June. In addition, they had purchased a server through JUSTIS. He said that they are in the second (networking) stage of their system development, planning a kiosk, and need to know the data migration path. He said that the migration path could be established without knowing the size of the system. Jahangir said that they are also evaluating additional systems and he would like to try to ascertain how consolidation would fit in. He said that he does appreciate the savings of resources that would be provided with server consolidation.

Murlene pointed out that server consolidation is not a new idea and has been discussed in the past. She said that she realizes that the discussions may have been general, and now people need specifics relating to their department in order to make a decision. Murlene said that one server would be located at One Market Plaza (OMP) and a back up server will be located at the Hall of Justice. In addition, the Police would have a departmental back up server. She said that they are fortunate to have a grant to pay for server consolidation at present. She said that non-participating departments would have to pay for their individual arrangements, which may cause a hardship. If a department elects to participate at a later date, it would be necessary to budget for the intermediate interval. Walt said that they have maintained that departments could opt in at any time; however, the planning stage demands that as much as possible is known in advance about the system hardware and software. It would be important to know the size of the system in terms of space and staff requirements. Rod agreed to distribute the fact sheet and summary data by early next week and then members could respond with any questions they may still have.

Al Corker said that the MOU on the website was modeled on the Service Level Agreements that departments have with DTIS. Al said a summary would be helpful in answering the key questions members have presented. Al said that agreements were established early with the Police and Sheriff, and now they need to know how much larger the system actually would be, in order to expend the grant funds.

District Attorney - Yolanda Scheihing said that the Department is in the semi final stages of their application. There are still working with Constellation to make a few changes. Martha said that they have started beta testing on a small scale. They are creating the training materials, will insure that they are effective, and would start training as soon as the technical work is completed.

Public Defender - Yolanda said that they are in the last stages of the initial data migration. John James is working with the vendor and Rene Manzo on data migration and should have that completed next week. They have received the charge codes from CMS and are moving forward.

Records Management System (RMS) - William Gitmed presented an update on the Police system. He announced that Richard Peck has joined his staff and will assist with the Project. An officer has been assigned to assist Richard in his work on process modeling. They will meet with Police personnel to verify business procedures. They have identified sixteen different databases used throughout the Department, some of which are approved and some not. In addition, the gang task force has produced many paper files related to gangs. The test server has been installed in Room 125 (HOJ), and is not as yet connected to the mainframe. The vendor, New World Systems is scheduled to come in on July 18th to download the software to connect the RMS and JMS. They would be establishing connectivity with the Sheriff's Department. William said that they are making progress slowly.

Jail Management System (JMS) - Eileen said that they are doing things a bit differently. They are doing the work that William described in advance of the kickoff, which is planned for the end of the month. With the help of DTIS, they have finished the network infrastructure assessment. Eileen said that they have modeled all of the current processes, and will begin modeling processes desired in the future. They have met with the Police Department, Superior Court, and the District Attorney to make sure that everything that is needed is being considered. Al said that they are meeting with the vendor on Monday. The test system is being installed. They are working on the code tables and arrest charges. They will be consulting with the Police and possibly the District Attorney regarding the vocabulary of charges to be used. Security tables have been laid out. Al said that the kickoff meeting is scheduled for June 15th. They would also be meeting with the TSC to keep them apprised of the progress being made relative to a payment schedule. Al said that both departments were doing a great job. Eileen thanked the Police Department for their cooperation and patience.

DOSW – Emily Murase was not able to attend the meeting today and expressed her regrets. She announced her alternate to be Aparna Reddy, who will attend the next Council meeting. Al said that he wanted to make sure that DOSW would be aware of the progress being made for the data that they need. He said that DOSW had a project conception document, which enumerated their specific data requirements. The data that they would be collecting has been narrowed down. Al said that DOSW should be meeting with the Police Department to discuss the type of information that will appear in their portal. The Police would be entering information into the RMS and it would be tracked throughout the JUSTIS domain. DOSW should be indicating to the Police what kind of files, which portion of data they would need, and how it would be collected. This is one of the business process elements that should be addressed at this time. Richard said that he has already begun a process analysis with domestic violence data. Al said that he wanted DOSW to know that it was time for them to be actively engaged in the modeling process.

New Business

No new business was presented to the Council.

Adjournment- Juvenile Probation, DOSW and ECD were not represented at the meeting. The next Council meeting is scheduled for Thursday, July 14, 2005, at 10:00 a.m., in the Adult Probation Conference Room. There being no further business before the Council, Murlene moved to adjourn the meeting. Martha seconded the motion, which was carried unanimously. The meeting was adjourned at 10:45 a.m.